

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140105-6
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS-OTR-LS-15

1. TITLE OF REPORT (if a fill-in report include Form No.) LANGUAGE DEVELOPMENT PROGRAM ANNUAL PROGRESS REPORT				2. TYPE OF REPORT XX STATISTICAL XX NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	XX PERSONNEL	XX TRAINING	XXX ADMIN. GENERAL	OTHER (specify)	
	LOGISTICS	SECURITY			
	MEDICAL	FINANCE			
4. NO. OF COPIES PREPARED 7	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) 5 Deputy Directors & Exec. Dir 2 OTR		
7. FORMAT (memorandum, form computer print-out, etc) Memo	8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. XX NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT HR [] STAT		
10. PREPARING COMPONENT (include lowest level contributing information to report) Language Development Committee			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) OCS Computer data (Office of Personnel provides data input, and sends copy of computer list to this office)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	9.10		40		364.00		1	=	544.00
GS-07	4.50		40		180.00				

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$544.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

First report December 1966. To inform Exec. Dir. of progress of Language Development Program.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
XX RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE		0	0
DISCONTINUE			STAT

16. DATE OF INVENTORY 21 September 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Exec-Sec., Language Development Comm.	18. EXTENSION []
--	--	----------------------

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140105-6

FORM 112

Classification

(22-36-43)